

St Mark's C of E Primary School

Governing Body



Full Governing Body Terms of Reference

Purpose

- Ensuring clarity of vision, ethos and strategic direction.
- Holding executive leaders/headteacher to account for the educational performance of the organisation /school and its pupils, and the performance management of staff.
- Overseeing the financial performance of the organisation /school and making sure its money is well spent.
- Reviewing information, discussions and decisions from governor committee or working parties as appropriate.

Membership

A Chair/ co-chairs and Vice Chair will be appointed annually.

A governor professional (clerk) will be appointed to offer advice and support.

The Governing body will be made up of parent (2), foundation (7), staff (1 plus the Head) and LA governors (1).

Quorum

The Governing Body will be quorate if at least half of its members are in attendance.

Meetings

The Governing Body will meet twice each term. If the Co-chairs are not able to attend, then the Vice Chair or another designated member will lead the meeting. Minutes will be sent out for agreement as soon as possible after the meeting has taken place, with official sign off then taking place at the next meeting.

Governor meetings are not public meetings, but minutes will be made available on the school's website when they have been agreed, unless deemed as confidential.

Policies and Compliance

The Governing Body will have oversight of all policies and matters of compliance reviewed, discussed and agreed at committee level. It has statutory responsibility to agree the following policies:

- NQT/ ECT (annually).
- Staff discipline, conduct and grievance (annually).
- Teachers' pay (annually).
- Child Protection policy and procedures (annually).
- Children with health needs who cannot attend school (annually).
- Designated teacher for Looked After Children (LAC) or previously LAC (annually).
- SEND policy and SEND report/ information (annually, with ongoing updates).
- Supporting children with medical conditions (annually).
- Instrument of governance (annually).

Monitoring

The Governing Body will draw up a monitoring plan annually in line with the school's most recent SEF/ SIP. The Governing body will have oversight of all monitoring reviewed, discussed and agreed at committee level. It will specifically:

- Monitor pupil premium spending.
- Monitor safeguarding information.
- Monitor SEND information.
- Ensure that the National Curriculum is taught to all pupils.
- Check that the statutory required information is published on the school's website.
- Ensure that health and safety regulations are followed.

Approved by the Governing Body

Adopted by the committee

Next review date: